



**NORTHWEST PUBLIC SCHOOLS**

1R Cedar Hollow Chapman St. Libory Northwest

## **Substitute Teacher**

## **Handbook**

**2018/19**

This handbook is designed to provide substitute teachers with guidelines to assist them in providing a positive experience for those students they work with. Please check with individual schools in the district to see if they have additional expectations.

## TABLE OF CONTENTS

Mission Statement and Beliefs	3
Northwest School Board and District Staff	4
Certification for Substitutes	5
District Calendar	6
School Locations / Addresses and Driving Directions	7
Daily Bell Schedules	8
Attendance	8
Badges	8
Cafeteria Prices	8
Classroom Management	9
Classroom Responsibilities	9
Confidentiality	10
Compensation	10
Dress	11
Emergency Procedures	11
Emergencies	11
Emergency School Closings	12
Ending the Day	12
Homework	12
Informational Website	12
Lesson Plans	12
Medication	12
Routines	12
Substitute/Student Relationships	12
Student Survey/Personal Questions	13
Support & SID	13
Thank you	13

## **NORTHWEST PUBLIC SCHOOLS MISSION**

Northwest Public Schools, A Culture of Excellence  
An exceptional community of learners committed to continuous growth.

## **NORTHWEST PUBLIC SCHOOLS BELIEF STATEMENTS**

We believe in modeling and teaching the qualities of good character.

We believe student learning is the chief priority and the primary focus of all school-based decisions.

We believe that raising student achievement requires a collaborative effort.

We believe that we need to teach problem solving skills necessary for students to become independent, productive, responsible citizens.

We believe curriculum, differentiated instruction, and assessment should meet the needs of all learners.

We believe lifelong learning is a process shared by students, teachers, administrators, parents and community.

We believe in helping students discover their aptitudes and talents as they work towards maximizing potential.

We believe every individual has the right to a safe, secure, and positive educational environment.

We believe students learn best when engaged, challenged, and respected.

### **2018/19 Northwest School Board**

Karl Quandt	President
Jeff Schimmer	Vice-President
Kim Meyer	Secretary
Duane Witt	Treasurer
Bret Mader	Member
Mike Shafer	Member
Travis Hedman	Advisory Member

## 2018/19 Northwest District Staff

### District Office

Matt Fisher  
Sharon Placke  
Kim Gibson  
Barb Huls  
Jeanette Ramsey

Superintendent  
Business Manager  
District Office Secretary  
District Office Secretary  
Curr/Instruction/Assessment Director

**385-6398**  
mfisher@ginorthwest.org  
splacke@ginorthwest.org  
kgibson@ginorthwest.org  
bhuls@ginorthwest.org  
jramsey@ginorthwest.org

### Principals

Tim Krupicka  
Paul (PJ) Smith  
Marty Moser  
Jeff Ellsworth  
Mike Herzberg  
Steve Retzlaff  
Scott Mazour

Principal, High School  
Assistant Principal, High School  
Freshman Academy Director  
Principal, Chapman  
Principal, St. Libory  
Principal, 1-R  
Principal, Cedar Hollow

**385-6389**  
tkrupicka@ginorthwest.org  
psmith@ginorthwest.org  
mmoser@ginorthwest.org  
jellsworth@ginorthwest.org  
mherzberg@ginorthwest.org  
sretzlaff@ginorthwest.org  
smazour@ginorthwest.org

### Activity Office

Mike Sorensen  
Kate Marron

Activities Director  
Activities Director's Secretary

**385-6387**  
msorensen@ginorthwest.org  
kmarron@ginorthwest.org

### Counseling and Guidance

Andrew Manhart  
Lori Merritt  
Deb Boroff  
Stephen Spiehs

Guidance Counselor  
Guidance Counselor  
Guidance Counselor  
Guidance Counselor

**385-6394**  
amanhart@ginorthwest.org  
lmerritt@ginorthwest.org  
dboroff@ginorthwest.org  
sspiehs@ginorthwest.org

### Support Services

Heather Callihan  
Brian Gibson  
Scott Potter  
Katrina Rother  
Tammy Kuhl  
Brooke Bowen  
Mike Fitzgerald  
Robin Wright

Technology Integrationist  
Technology Coordinator  
Technology Support  
Library & Media  
School Nurse  
School Nurse  
Head of Maintenance  
Food Service Manager

**385-6394**  
hcallihan@ginorthwest.org  
bgibson@ginorthwest.org  
spotter@ginorthwest.org  
krother@ginorthwest.org  
tkuhl@ginorthwest.org  
bbowen@ginorthwest.org  
mfitz@ginorthwest.org  
rwright@ginorthwest.org

**Substitutes are vital members of our professional team and offer an important contribution to the educational program in the classroom. Because instruction must continue, regardless of the regular teacher's absence, the services of dependable and well-prepared substitutes are essential.**

## **CERTIFICATION FOR SUBSTITUTES**

Anyone who holds a regular teaching certificate or regular administrative and supervisory certificate is licensed to serve as a substitute teacher. Nebraska also issues two types of substitute teaching certificates.

1. A five year substitute teaching certificate is available which can be issued to persons who have previously held a regular teaching or administrative certificate. This type of certificate is valid for unlimited days of substitute teaching.

2. A local substitute teaching certificate is available which is valid for three years and for only ninety days of substitute teaching per year. The issuance of this type of certificate is based on specific minimal level of college preparation and requires a request from the employing school system.

***In order to be a substitute in the Northwest School District you must have all necessary paperwork on file in the District office. The contact number is 308-385-6398. For more information please visit the following site <http://www.ginorthwest.org>.***



# 2018-19 District Calendar

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Aug 6-8 Staff Inservice  
 Aug 9 1st Day School - K-8 Noon Dismissal

September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Sep 3 No School - Labor Day  
 Sep 19-20 PT Conferences: K-8 Noon Dismissal  
 High School 12:39 p.m. Dismissal  
 Sep 21 No School

October 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Oct 3 K-12 Noon Dismissal  
 Oct 11 End of 1st Qtr  
 K-8 Noon Dismissal  
 Oct 12 No School

November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Nov 8-9 No School Fall Break  
 Nov 21 K-12 Noon Dismissal  
 Nov 22-23 No School - Thanksgiving Break

December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Dec 21 End of 2nd Qtr / 1st Semester  
 K-12 Noon Dismissal  
 Dec 24-31 No School - Winter Break

January 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan 1 No School - Winter Break  
 Jan 2 No School - District Inservice  
 Jan 3 School Resumes  
 Jan 21 No School - District Inservice

February 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Feb 6 PT Conferences 9-12  
 12:39 p.m. Dismissal  
 Feb 6-7 PT Conferences K-8  
 Noon Dismissal  
 Feb 8 No School  
 Feb 20 K-12 Noon Dismissal

March 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Mar 1 No School  
 Mar 6 End of 3rd Qtr  
 K-8 Noon Dismissal  
 Mar 7-8 No School

April 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Apr 18 High School 12:39 Dismissal  
 Apr 19 No School  
 Apr 22 No School  
 Apr 29 District Inservice Noon Dismissal

May 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 10 High School Noon Dismissal  
 May 12 Commencement 2:00 p.m.  
 May 15 Last Day of School  
 K-12 Noon Dismissal  
 May 16 District Inservice

July 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jun 29 to July 7 Summer Moratorium

Adopted - April 2017; Amended March 2018

School Hours	
<b>Grades K-8</b>	Monday - Friday 8:00 a.m. - 3:15 p.m. Wednesday 8:00 a.m. - 2:00 p.m.
<b>High School</b>	Monday - Friday 8:10 a.m. - 3:36 p.m. Wednesday 8:10 a.m. - 2:23 p.m.

	Vacation Days
	Teacher Inservice
	Parent Teacher Conferences
	First, Last or Resume Day
	Alternate Time Dismissal

<a href="http://www.ginorthwest.org">www.ginorthwest.org</a>	
<b>District Office</b>	308-385-6398
<b>Lockwood</b>	308-384-2042
<b>1R School</b>	308-385-6352
<b>Cedar Hollow</b>	308-385-6306
<b>St Libory</b>	308-687-6475
<b>Chapman</b>	308-986-2215
<b>Northwest HS</b>	308-385-6394

## School Locations / Addresses and Driving Directions

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### **Northwest High School / 308-385-6394**

Tim Krupicka, Principal  
2710 N. North Road, Grand Island, NE 68803  
Maggie McDermott, Building Secretary

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### **Cedar Hollow School / 308-385-6306**

Scott Mazour, Principal  
4900 S Engleman Rd, Grand Island, NE 68803  
Jaycee Mader, Building Secretary

From Grand Island, travel on Hwy 281 south to Hwy. 34. Go west on Hwy 34 to Engleman Road. Once on Engleman Road go south about 3 miles. The school is located on the west side of the road.

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### **Chapman School / 308-986-2215**

Jeff Ellsworth, Principal  
1003 Cady St, Chapman, NE 68827  
Rhonda Husmann, Building Secretary

From Grand Island, head east on Hwy 30 until you reach the Pump and Pantry in Chapman. Turn left/north on 9th Street and follow for two blocks. Turn right on N. Prairie Street one block. The school is on the right.

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### **St. Libory School - 308-687 6475**

Mike Herzberg, Principal  
435 St. Paul Road, St. Libory, NE  
Amber Kuck, Building Secretary

Head North out of Grand Island on Hwy 281. Go past St. Libory and turn right (east) on 4th Road. Go about 200 yards and turn left on St. Paul Road. The school is located on the west side of the road.

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### **1-R School / 308-385-6352**

Steve Retzlaff, Principal  
3301 W One-R Rd  
Stacey Pawling, Building Secretary

Head North out of Grand Island on Hwy 281. Go to One R road and turn left (west). Drive west about one mile. The school is located on the the corner of Webb Road and One R Road.

## **DAILY BELL SCHEDULES at NORTHWEST**

### **Monday, Tuesday, Thursday and Friday Schedule**

The school day for students is 8:10 a.m to 3:36 pm.

The teacher's work day runs from 7:45 a.m. to 3:45 p.m.

Substitute teachers are expected to be there the very same hours.

### **Wednesday Schedule**

The school day for students is 8:10 a.m to 2:23 p.m.

The teacher's work day runs from 7:45 a.m. to 3:45 p.m.

Substitute teachers are expected to be there through 2:30 p.m.

## **DAILY BELL SCHEDULES at ALL OTHER SCHOOLS**

**Cedar Hollow / Chapman / St. Libory / 1-R**

### **Monday, Tuesday, Thursday and Friday Schedule**

The school day for students is 8:00 a.m to 3:15 pm.

The teacher's work day runs from 7:45 a.m. to 3:45 p.m.

Substitute teachers are expected to be there the very same hours.

### **Wednesday Schedule**

The school day for students is 8:00 a.m to 2:00 p.m.

The teacher's work day runs from 7:45 a.m. to 3:45 p.m.

Substitute teachers are expected to be there through 2:30 p.m.

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## **ATTENDANCE**

One of the many regular duties of the full time teacher is the taking of student attendance. Substitutes are expected to assist in compliance with this requirement. Attendance must be taken in every class and this information must be provided to the school attendance office following the procedures established at the school.

## **BADGES**

All Northwest Public Employees wear identification badges. Please stop by the office first thing in the morning to receive your badge for the day. The badge will be attached to a lanyard and may be worn around the neck. At the end of the day, please return the lanyard to the building secretary.

## **CAFETERIA PRICES**

Adult Prices - 3.80 for school lunch.

Extra Milk - .50 cents

Please inform the building secretary first thing in the morning your plans for eating that day.



## CLASSROOM MANAGEMENT

1. One of the most important factors in preventing problems, or minimizing their seriousness, is alertness. A teacher who stands while teaching will find that more learning results and that fewer problems arise. Moving about the room during supervised study time permits the teacher to give more help to the students, to be more aware of learning difficulties, and also to decrease the likelihood of misbehavior.
2. Never hesitate to call on a nearby teacher or the principal to help. It is better for you to handle your own problems, as much as possible, but when students do not cooperate it is better to let someone help you before there is extreme tension or "loss of cool". Avoid physically handling a student unless it is for someone's safety. If reason does not help a student control his actions, notify the building principal immediately.
3. When the misbehavior involves a few students the teacher should talk to the students individually. In private, the student does not have a peer audience to impress, and is therefore more likely to make the desired response.
4. The teacher should keep in mind that the purpose of corrective action is to improve behavior, not to get revenge. Therefore, the least severe action that will achieve the desired results should be utilized.
5. Correction should be private, impersonal and unemotional. When it is administered in anger it is difficult to use good judgment, and often causes the student to associate the action with the teacher's anger, rather than with his own offense. Disciplinary measures should never be a matter for argument between teacher and pupil. Once guilt has been clearly established, corrective action should be promptly determined and carried out. Care should be taken to avoid false accusations because they frequently have an adverse effect on student-teacher relations.
6. Do not touch a child, even in a caring manner, when you are angry or mad at the child. Sarcasm is NEVER appropriate to use.

***Students don't care how much you know until they know how much you CARE!***

## CLASSROOM RESPONSIBILITIES

When you arrive at the school, check in at the office. The principal or secretary will:

- Provide necessary instruction and issue you a name tag.
- Escort you to the classroom and ensure all needed materials are available.
- Explain any unusual procedures for the day.
- Remain on call to help in cases of emergency or unforeseen problems.

Strategies to begin on a positive note:

- Report to the main office and sign the substitute teacher sign-in form.
- Check the teacher's mailbox for notices that would be applicable to your day.
- Locate the lesson plan book and review the plans carefully.

- Assemble needed instructional materials (books, maps, papers, etc.)
- Review the duty schedule (lunch, recess or bus duty).
- Locate the seating chart (if applicable).
- Find the place where the teacher meets his/her students at the beginning of school.
- Be prompt in arriving and beginning class.
- Take attendance as appropriate with the building procedures.
- Follow the teacher's plan as closely as possible.
- Report immediately to the principal if an accident or problem occurs that is serious enough to need attention.
- Be understanding and considerate of your students. Students should not call you by your first name.
- Do not give students candy or any other food item.
- Turn off your cellular telephone. They are not to be on during instructional time

## **CONFIDENTIALITY**

Substitute teachers have a grave responsibility to treat with confidentiality most matters pertaining to students. Student behavior, performance, and achievement levels are not subjects of general conversation and should not be discussed outside of the school setting. When working with special needs students, substitutes must exercise an even greater degree of caution when discussing school children assigned to them.

The legal basis for confidentiality comes from two federally enacted laws. The first is the Family Education Rights and Privacy Act (FERPA), which is also known as the Buckley Amendment. The second is the Individuals with Disabilities Education Act (IDEA) which was passed in 1992 and reauthorized in 1997 and 2004. Both of these federal laws apply to all schools.

Consider for all Conversations:

1. What is discussed?
2. Where it takes place?
3. Who is listening?
4. Why the discussion took place?

Quick suggestions to remember:

1. Do not leave modification sheets lying visible on top of your desk.
2. Never open a gradebook where a parent can see the grades of other students.
3. Do not talk about a specific child/student where other children/students can hear the conversation.

## **COMPENSATION**

The long term substitute pay rate is 1/185 of the current base salary. The daily substitute rate will be 75% of the long term substitute pay. For example: 2018-19 Base Salary is \$35,500; the long term sub rate would be \$192; the daily sub pay rate would be \$144. In order to receive the long term sub pay you must work 10 consecutive days in the same assignment.

If you are scheduled to work on a day and school is closed you will not be paid. If school is dismissed once the school day begins, substitutes will be paid for a full day of work.

The pay cycle ends on the first Saturday of the month. Paychecks will be issued on the 15th of the month. If for some reason there is an issue with your subbing days, *please contact the building principal* where you worked during that month.

Long-term substitute teachers who are temporarily employed for more than 10 consecutive days do not have property rights to the position for which they are providing service. Long-term substitutes may be considered as a candidates for the position if the contracted employee is unable to return. However, in this event the long term substitute must meet all other hiring criteria as anyone else applying. ***If your address or contact information you have on file changes, please contact the Business Office immediately.***

To view your current or past paystubs, you will need to login to SUI: <http://business2.ginw.org/WebLinkSQL/Login.aspx>. Your user name is the First four letters of your last name and the first three letters of your first name. Your password is the last 4 digits of your social security number. Please make sure that popups are not blocked for this website.

## **DRESS**

Substitute teachers are expected to dress appropriately for work. Denim jeans are discouraged except on days designated 'jeans' days within each building. Please check with the building secretary if you have questions.

## **EMERGENCY PROCEDURES**

The Northwest School District wants you to have a positive and safe work experience. Please thoroughly review the following safety information before you begin working at our schools. Please ask the building principal about those upon arrival.

Where is...

The classroom "Emergency Preparedness Plan?"

The nearest exit?

The intercom button?

If the fire alarm sounds...

Move students out of the building in an orderly fashion following the fire exit evacuation plan which should be posted near the door. Take the attendance book or list with you so that you can assure that all students are safe.

If a tornado warning is announced...

Move students in an orderly fashion to the shelter area as shown on the room exit plan. This movement could be into the hall, to a lower level, into a restroom, etc. Students should sit down with hands over their heads for protection. Take the attendance book or list with you so that you can assure that all students are safe.

## **EMERGENCIES**

Each school should have posted evacuation and shelter maps for fire and weather emergencies. You are advised to review this information prior to substituting in a school, and to familiarize yourself with the building evacuation routes and sheltering areas at the start of each new building assignment.

## **EMERGENCY SCHOOL CLOSINGS**

It is the responsibility of the substitute teacher to listen to local news media regarding school closures. When weather related circumstances require school to be canceled, start late or dismiss early, announcements will be made on local radio and television stations.

## **ENDING THE DAY**

At the end of the day, leave a note regarding what you have accomplished on the teacher's desk, including comments on subjects and students. Be fair in your evaluation. All money that is collected for any purpose should be turned over to the school secretary at the end of the day, along with detailed information of the students who paid and the purpose of the payment.

## **HOMEWORK**

Do not assign homework unless the homework has been planned by the regular teacher. Substitutes who expect to be in an assignment a week or more may assign homework after discussing this with the teacher or administrator.

## **INFORMATIONAL WEBSITE**

The Northwest School District has a public web site that is located at: [www.ginorthwest.org](http://www.ginorthwest.org). The website has a wide variety of information available and in a 'user friendly' format. Please visit it throughout the year.

## **LESSON PLANS**

It is the responsibility of the full time teacher to provide sufficiently detailed lesson plans for the substitute to follow in their absence. If a teacher fails to provide lesson plans, the substitute should report this failure to the school administrator in a professional manner. The only time a teacher may fail to provide lesson plans is in case of an emergency. When this occurs, other teachers and staff are available to the substitute for assistance.

## **MEDICATION**

No medication, including aspirin, should be administered to students by a substitute teacher. When a student requires medication, the student will be referred to the health office/office so proper procedures can be followed.

## **ROUTINES**

The substitute will be provided with the following: lesson plans for each class, class rolls, specific procedures to be used with special need students (when appropriate), pupil seating charts, and key, if necessary. Other schedules and routines may be posted in the classroom.

## **SUBSTITUTE/STUDENT RELATIONSHIPS**

Substitute teachers should exercise extreme caution and good judgment in verbal and physical relationships with students. Substitutes should establish a position of authority with the students;

they may "be friendly" without "befriending" the students. Under no circumstances may a substitute teacher engage in a romantic relationship with a student, regardless of who initiates the relationship. Yelling at students, calling them derogatory names, and using insults or other threatening verbal attacks will not be tolerated and may be grounds for dismissal.

## **STUDENT SURVEYS/PERSONAL QUESTIONS**

The District prohibits teachers from conducting student surveys without prior approval by the principal and permission of the parents. Substitutes should never conduct student surveys for any purpose. Also, personal questions of a sensitive or private nature should be avoided. These include questions about religious beliefs, sexuality, substance abuse, and family life.

## **SUPPORT**

Whenever the regular teachers anticipate an absence, they should prepare students to work with the substitute teacher. Such planning should emphasize helpfulness, consideration, good manners, and appropriate behavior. Teachers should never criticize or express dissatisfaction with the work of the substitute teacher in the presence of the students. If the regular teacher does find it necessary to express dissatisfaction with the substitute's work, this should be discussed with the school administrator.

## **SID**

Northwest Public Schools uses "SID" (Staff Information Database) to account for staff leaves and substitute teacher assignments. All individuals who work for Northwest Public Schools will have a login for SID. This will be used to view days you have subbed in the District. The website for SID is: <http://sid.ginw.org/default.htm>. Your username is your email address. You will choose your password. If you have forgotten your password, please click on the link and you will be able to reset it.

## **THANK YOU**

**"Thank you"** for helping make the children who walk our halls feel important. We appreciate your time, energy and commitment to the Northwest Public School District.